

PLANNING COMMISSION

September 3, 2015

The City of Portage Planning Commission meeting of September 3, 2015 was called to order by Chairman Welch at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. No citizens were in attendance.

PLEDGE OF ALLEGIANCE:

Chairman Welch led the Commission and staff in the Pledge of Allegiance.

IN ATTENDANCE:

Christopher Forth, Deputy Director of Planning, Development & Neighborhood Services and Stacy French, Assistant Fire Chief

ROLL CALL:

Mr. Forth called the roll and the following Commissioners were present: Patterson (yes), Stoffer (yes), Welch (yes), Felicijan (yes), Dargitz (yes), Somers (yes), Schimmel (yes) and Richmond (yes). A motion was made by Commissioner Felicijan, seconded by Commissioner Somers, to approve the roll excusing Commissioner Bosch. The motion was unanimously approved 8-0.

APPROVAL OF MINUTES:

Chairman Welch referred the Commission to the August 20, 2015 meeting minutes contained in the agenda packet. A motion was made by Commissioner Somers, seconded by Commissioner Stoffer, to approve the minutes as submitted. The motion was unanimously approved 8-0.

SITE/FINAL PLANS:

None.

PUBLIC HEARINGS:

None.

OLD BUSINESS:

1. Annual Capital Improvement Program Process Changes - Update. Mr. Forth provided an update concerning the changes being made to the FY 2016-2026 Capital Improvement Program (CIP) process intended to encourage citizen and Commission input earlier in the CIP process. Mr. Forth indicated an article already appeared in the September issue of the Portager, CIP web page on the city website and on-line survey were live and an email communication was sent out to all boards and commissioners earlier today. Mr. Forth discussed the special CIP "Open House" meeting with city staff and the Planning Commission that will be held on Monday, September 28th to provide additional opportunity for general public input. The Commission had no further questions or comments.

NEW BUSINESS:

1. FY 2015-2025 Capital Improvement Program Amendments. Mr. Forth summarized the August 31, 2015 Department of Community Development staff report that included communications from Christopher Barnes,

Director of Transportation and Utilities and Richard White, Public Safety Director regarding two proposed amendments to the adopted FY 2015-2025 Capital Improvement Program (CIP). Mr. Forth indicated both amendments were proposed for FY 2015-2016 and referred the Commission to the CIP Project Profiles, Project Expenditures and Project Funding Sources tables included in the agenda materials.

Mr. Forth stated the first amendment involves the completion of safety improvements to the South Westledge Avenue/Romence Road intersection. The second amendment involves the replacement of a fire pumper truck that was involved in an accident in July 2015. Mr. Forth indicated the replacement of the fire pumper is scheduled for FY 2018-2019 but is being advanced as a result of the accident. The city-share funding for both projects is from the general fund that is in excess of the 24% reserve balance. Commissioner Dargitz inquired if the South Westledge Avenue/Romence Road grant funding can only be used at that intersection. Mr. Forth indicated funding is restricted to that intersection. Chairman Welch asked why the intersection project was not currently in the CIP. Mr. Forth stated the award of the grant came after the FY 2015-2025 CIP had been finalized and due to time constraints related to MDOT deadlines, the project needs to be move forward before the FY 2016-2026 CIP is prepared/adopted.

Assistant Fire Chief Stacy French was present to explain and answer questions concerning replacement of the fire pumper. Mr. French explained the amount of damage caused as a result of the accident, age of truck and amount of mileage. Mr. French also indicated arrangements have been made to store the truck for three years and use it for parts on an as-needed basis, which will save the city additional money. The Commission discussed the advantages and disadvantages of repairing the truck versus replacing it.

There being no further discussion concerning the two Capital Improvement Program amendments, a motion was made by Commissioner Felicijan, seconded by Commissioner Stoffer, that the Planning Commission recommend to City Council the FY 2015-2025 Capital Improvement Program be amended to include the proposed South Westledge Avenue/Romence Road intersection safety improvements and purchase of a fire pumper replacement vehicle in FY 2015-2016. The motion was unanimously approved.

STATEMENT OF CITIZENS:

None.

ADJOURNMENT:

There being no further business to come before the Commission, the meeting was adjourned at 7:25 p.m.

Respectfully submitted,

Christopher T. Forth, AICP
Deputy Director of Planning, Development and Neighborhood Services